

Event/Activity Request Form



COUNTRY OAKS
baptist church

To request the use of the church facilities, please completely fill out the information below and submit it to the church office. If the date is available and approved by the Church Administrator, the facilities

will be reserved for you. It is possible that more than one event will be scheduled on the same date if the facility space allows it and the events do not conflict with each other. Response to a request could take up to 2 weeks if Elders have to be consulted.

Your Name: _____ Best Phone # _____

Ministry: _____ Email Address: (Required) _____

Alternate Contact/Phone: _____

Name of the Event: _____ Event Date(s): _____

Date/Time SetUp Begins: _____ Time Event Begins: _____ Ends: _____

Description of event (this will be used to publicize your event in the church bulletin):

Areas to be used (check all that apply): Worship Center Chapel The Grove Kitchen Nursery
 Prayer Room Discipleship Place Classrooms (list any/all) _____

Equipment Request (subject to availability) : Chairs Tables Podium Microphones
 Coffee pots/supplies Cooking utensils/kitchenware TV/VCR
 Other: _____

*Sound System required for the Worship Center? Yes No - Lights Sound Computer/Slideshow
Will the stage need to be cleared? Yes No

*Sound System required for the Chapel? Yes No - Microphones Projector

*Sound System required for the Grove? Yes No - Microphones Projector

*Note: You may not operate the sound system on your own, only authorized COBC sound personnel may be used to operate any/all Technical/Sound Equipment.

The Country Oaks Baptist Church has allowed us to use their facility and we agree to the following:

- We will make arrangements to open the facility or check out a key in advance. Upon departure we agree to secure all doors, windows, turn off all lights (both indoors and parking lot), turn off all equipment, etc. We will return any check-out keys promptly. We will provide the church staff with a bag of M&M's to show we have read this contract.
- We will supply adequate adult supervision for all children and students (see COBC Child Care Policy), inside and outside the building. We understand students and/or children may never be left unsupervised.
- We will clean up after ourselves, empty trash, and remove all items that we brought with us. If in doubt, we will leave the facilities in better condition than we found them. We will replace/repair any broken or misplaced items and agree to reimburse the church if necessary. (Note: any movement of furniture/equipment requires Building Supervisor Approval)
- We agree to adhere to all the policies and procedures as lined out in the *Building Policy and Procedures Manual* and agree to adhere to the fund-raising guidelines (if applicable) established by the COBC Elder Board.

Requestor Signature: _____ Date: _____

Church Administrator Approved : _____ Date: _____

Building Supervisor Signature: _____

Application Denied: _____ Requestor Contacted: _____ Technical Ministries Notified: _____